

**DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS EUROPE DISTRICT
HUMAN RESOURCES OFFICE
APO AE 09096**

**OPEN CONTINUOUS
VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NO: E-04-98

OPENING DATE: 22 JAN 1998

FIRST CUT-OFF: 04 FEB 1998

CLOSING DATE: 30 JUN 1998

POSITION: SECRETARY (OFFICE AUTOMATION), GS-318-05
(TEMPORARY AND PERMANENT POSITIONS)*

SALARY: \$19,969 - \$25,963 PER ANNUM

LOCATION: U.S. ARMY CORPS OF ENGINEERS, EUROPE DISTRICT, WIESBADEN, GERMANY

POINT OF CONTACT: EFFIE WOODRUFF, DSN 336-2715 OR COMMERCIAL 0611-816-2715

AREA OF CONSIDERATION: ALL U.S. CITIZENS IN THE WIESBADEN COMMUTING AREA.

SUMMARY OF DUTIES: Serves as the principal clerical and administrative support assistant in an office performing a variety of duties for the Chief and his/her subordinate staff. Typical duties include the following. Oversees the preparation and distribution of outgoing and incoming correspondence for the office, including filing and retrieval of documents. Receives incoming correspondence, screens material prior to distribution for suspense date, establishes suspense controls and follows up to assure timely reply. Utilizes a computer terminal and word processing software to electronically retrieve, review, revise and finalize correspondence prepared by others for supervisor's or higher level signature. Receives visitors and phone calls and maintains appointment calendars for the supervisor. Utilizes various computer software to input, retrieve, manipulate and store data relative to the functions of the office. Serves as timekeeper and requisitions office supplies, equipment and forms publications. Arranges for duplicating, printing and other services to expedite the work of the office. Makes all arrangements for travel, arranging schedule of visits, making transportation and hotel/motel reservations, notifying organizations and officials to be visited and contacting staff members when necessary while they are on temporary duty. Maintains record of travel itineraries and prepares travel orders and vouchers.

MINIMUM QUALIFICATION REQUIREMENTS: **Applicants** must have one year of specialized experience at least equivalent to the GS-4 grade level.

SPECIALIZED EXPERIENCE: Experience which has equipped the applicant with the particular knowledge and skills to successfully perform the duties of the position and which is typically in or related to the position to be filled.

QUALITY OF EXPERIENCE: Applicants must have had progressively responsible experience of a scope and quality sufficient to demonstrate conclusively the ability to handle the duties of the position.

TYPING AT A MINIMUM OF 40 WORDS PER MINUTE IS REQUIRED.

CONDITIONS OF EMPLOYMENT: 1. Prior to appointment, male applicants between the ages of 18 through 25 must certify that they are registered with the Selective Service. 2. Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer (DD/EFT) as the standard method of payment.

*Applications from qualified candidates received by first cutoff will be referred for current permanent and temporary vacancies. Applications received after first cutoff will be referred for future vacancies both temporary and permanent. If a candidate is selected for a temporary position, he/she may be converted to nontemporary status for the same type of position without further competition.

THE DEPARTMENT OF THE ARMY IS AN EQUAL OPPORTUNITY EMPLOYER

SUPPLEMENTAL EXPERIENCE STATEMENT: It is mandatory that the applicant address the knowledge, skills, and abilities (KSA's) which are listed below. Applicants are encouraged to use separate sheet of plain paper to describe their experience, education, and training which demonstrates possession of the knowledge, skills, and abilities required for successful performance of the duties of this position. The applicant's supplemental experience statement is not used to determine minimum qualification requirements.

1. General knowledge of mission and functions of the organization where assigned.
2. Ability to meet and deal with persons of all levels within and outside the organization.
3. Ability to communicate both orally and in writing.
4. Knowledge of and skill in operating personal computer and experience in the use of various computer software such as Word Perfect 6.0, Windows 3.1, Quattro Pro, Harvard Graphics, and Microsoft Applications.

HOW TO APPLY: Submit the following to the address below:

(1) SF 171, APPLICATION FOR FEDERAL EMPLOYMENT; OF 612, OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT; or a resume or written format of your choice. If you submit a resume or optional format, you must ensure that the information required in OF 510, APPLYING FOR A FEDERAL JOB, is provided. Contact your servicing Human Resources Office for a copy of OF 510.

(2) On plain paper, please describe any training, education, work experience, or other activities which demonstrate the degree to which you possess each KSA. Please sign and date each supplemental sheet.

(3) SUPERVISORY EVALUATION JOB RELATED FACTORS: This form is designed to elicit specific rating from your supervisor on the highly qualifying criteria. You MUST submit this appraisal in order to be considered. Exceptions will be made for applicants not currently employed or applicants who do not have a supervisor available to complete a rating. In such cases, applicants MUST submit an explanation for the lack of an appraisal.

(4) OPM Form 79-2, (Identification of Race and National Origin) You are requested to complete and submit this form with your application. Completion is voluntary, and personnel selections are not made based on this information.

(5) SF-50, Notification of Personnel Action, if applicable. This is used as proof of status of current or last appointment and MUST be submitted.

(6) Most recent annual Employee Performance Appraisal.

(7) FAMILY MEMBERS (FM) must provide a copy of the sponsor's PCS orders. Family members on leave without pay must also provide a copy of their SF-50 that verifies LWOP status and latest performance appraisal.

(8) FORMER MEMBERS OF THE MILITARY ARMED FORCES must submit copy #4 of their DD Form 214.

EQUAL EMPLOYMENT OPPORTUNITY: Evaluation of qualifications and consideration for placement will be made on a fair and equitable basis without regard to race, religion, color, lawful political or other affiliation, marital status, sex, age, national origin or physical handicap provided such handicap does not preclude performance of required duties.

PRIVACY ACT REQUIREMENTS (P.L. 93-579): The forms referenced in this announcement are used to determine candidates' qualifications for the position and are authorized under 5 U.S.C. 3302 and 3361. The social security number is not required for this purpose and may be deleted from the form.

SUBMIT APPLICATION TO THE HUMAN RESOURCES OFFICE, U.S. ARMY CORPS OF ENGINEERS, EUROPE DISTRICT, ROOM 700, AMELIA EARHART OFFICE CENTER, KONRAD ADENAUER RING 39, WIESBADEN, GERMANY, NO LATER THAN CLOSING DATE OF THIS ANNOUNCEMENT.

SUPERVISORY EVALUATION JOB RELATED FACTORS

SUBMISSION OF THE SUPERVISORY EVALUATION OF JOB/RELATED FACTORS IS REQUIRED FOR CURRENT FEDERAL EMPLOYEES APPLYING FOR PROMOTION OPPORTUNITY. (Employees who have relocated and cannot meet this requirement must indicate so below.)

METHOD OF EVALUATION: Applicants first will be evaluated to assure that they meet minimum qualifications eligibility requirements established by OPM, and that they satisfy any selective factors or conditions of employment required in the job. Applicants who meet all the requirements will be evaluated further in terms of job related knowledge, skills, and abilities, to determine the best qualified candidates for referral to the selecting supervisor.

PLEASE CIRCLE APPROPRIATE NUMBER TO INDICATE LEVEL OF PERFORMANCE

4 = Superior 3 = Highly Successful 2 = Fully Successful 1 = Marginal 0 = Unable to Appraise

EVALUATION FACTORS:

LEVEL OF PERFORMANCE:

1. Ability to meet and deal with persons of all levels within and outside the organization.	4	3	2	1	0
2. Knowledge of mission and function of orgn.	4	3	2	1	0
3. Ability to communicate orally & in writing.	4	3	2	1	0
4. Knowledge of and skill in operating personal Computer.	4	3	2	1	0

SUPERVISOR'S SIGNATURE

DATE

I CERTIFY THAT MY MOST RECENT PERFORMANCE APPRAISAL IS AT LEAST SUCCESSFUL.

APPLICANT'S PRINTED NAME AND SIGNATURE DATE